

FY15 SURP Concept Paper Guidelines

The deadline for SURP concept paper submission is Tuesday, January 14, 2014, by 4 PM PST.

A. Introduction

The JPL Strategic University Research Partnership (SURP) Program provides resources to initiate and cultivate collaborative efforts between JPL and our strategic university partners, listed below. Proposed activities can be either **Research Initiatives** for collaborative basic and applied research or collaborative **Student Research Initiatives** in basic and applied research that facilitate group research projects for undergraduate and graduate students. This year **Student Research Initiatives** do not require a concept paper.

Arizona State University	Stanford University
Carnegie Mellon University	University of Arizona
Cornell University	University of California, Los Angeles
Georgia Institute of Technology	University of Michigan
Massachusetts Institute of Technology	University of Southern California
Princeton University	University of Texas, Austin

JPL has identified 14 science and technology areas that are important for JPL's continuing contribution to NASA's future success and for which JPL's leadership is key. SURP concepts should address one of these [strategic topic areas](#). Please designate only one of the subcategory areas as primary, and if desired a secondary subcategory area. Do not designate a major category area, but only a subcategory. Type the topic area subcategory on the concept paper template.

B. Program Constraints

SURP proposals are intended to support collaborations with one or more of the Strategic Partner Universities listed above.

Additional constraints of the program:

SURP funds will not be used to:

- Substitute for or increase funding for any specific tasks that are funded by any other source.
- Fund projects that will require the addition of non-SURP funds to accomplish the technical goals of the SURP project.
- Fund general purpose capital expenditures with the exception of acquisition of general purpose equipment that is clearly required for the SURP project and is not otherwise readily available from the Laboratory inventory. (Proposals must contain any capital equipment requests. Equipment not listed in the proposal will not be approved.)

Multi-Year Awards

SURP awards are nominally for one-year duration, however, Research Initiatives may include an application for a collaborative SURP Graduate Research Award, which, if selected, could provide up to three years of funding. Please indicate in your concept paper if you intend to apply for a Graduate Research Award.

Note: The SURP funds are awarded on a fiscal year basis (~ October to September). This award period applies to the external partner as well. The funds cannot carry over into the next fiscal year (no exceptions).

C. Who Needs to Submit a SURP Concept Paper

All investigators who would like to propose a full SURP Research Initiative proposal need to submit a concept paper. Student Research Initiative proposals do not require a concept paper.

D. Required Forms

A one-page concept paper template is provided in <https://surp.jpl.nasa.gov/collaborations/downloads/> on the SURP website. On this form you must provide the title of the concept, a list of the investigators with their organization, the FY15 budget, the primary and if desired secondary topic area you are proposing in (found in the list above), and a description of the concept that includes the objective, approach, innovation, impact on JPL and a description of the value of the external collaboration.

The concept paper must be limited to one-page only.

E. Electronic Submission of Your Concept Paper

Once your concept paper template has been completed, access the electronic submissions site to obtain your assigned concept paper number, and then electronically submit your concept paper file (with your assigned concept paper number typed on the upper right-hand corner of your concept paper) to the SURP submission site:

- **Instructions for entering information on your concept, obtaining your concept paper number and then electronically submitting the completed concept paper file** can be found in the [Submissions](#) link within the SURP web site, <https://surp.jpl.nasa.gov/>.
- **You need to obtain your assigned Concept Paper Number prior to electronically submitting your completed file.** Your concept paper number will be assigned once you have filled out the required information in the submissions site.
- After having obtained your assigned concept paper number in the submissions site, then **type your concept paper number on the upper right-hand corner of your concept paper file.**
- **Follow the instructions to electronically submit your concept paper file** to the SURP submission site.

No the Hard-Copies of Your Concept Paper are required.

IMPORTANT -- We strongly recommend that you submit the concept paper electronic file early to allow for potential problems.

F. Evaluation Process

Concepts will be reviewed by an expert peer panel and reviewed programmatically by JPL line and program managers. The JPL Chief Scientist and Chief Technologist will approve which concepts will go forward to full proposals.

The principal investigators of the approved concepts will be asked to write and submit a full SURP proposal (the call for proposals is anticipated in February 2014)

The technical selection criteria are as follows:

- Innovation
- Merit of the technical approach
- Strength of the investigation team
- Alignment with strategic topic areas
- Impact on JPL capabilities for future missions and programs
- Cost and schedule realism
- Possibility of follow-on funding

G. Debriefing

Due to the large number of concept papers that are anticipated to be received, it will not be feasible to provide written feedback to each principal investigator.